

ANNE ARUNDEL COUNTY

COUNTY BUSINESS MANAGER

and the Department of Public Works and the Department of Public Safety.

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## 1. DEPARTMENTAL BUDGET REQUESTS

Form No.: FD-2

Size: 8 $\frac{1}{2}$ " x 11"

Dates: 1951 - -

Quantity: 3 cubic feet

File Arrangement: Chronological by year

Annual Accumulation:  $\frac{1}{2}$  cubic feet

Under the provisions of Section 168, Code of Public Local Laws of Anne Arundel County, 1947 Edition, a printed form is prepared each year by the head of each department in the County government setting out the departmental budget requested for the coming year. Line entries show name of department, person submitting request, date, account code number, description, actual expenditure in previous year, budget appropriation in previous year, amounts requested by department, and amounts recommended by the County Business Manager. The Departmental Budget Requests are used to prepare the Tentative Budget, which is used to compute the tax rate. A copy of the Tentative Budget is made available for public inspection in the offices of the County Commissioners. Taxpayers may protest any part of the Tentative Budget in a hearing before the Board of County Commissioners. After all objections have been heard, the County Commissioners make and approve a final draft of the Tentative Budget which is then published as the County Budget.

Included in the file of Departmental Budget Requests are work papers, and rough notes related to budgetary matters. The file has considerable reference value for matters connected with the budget, and

and for preparing new budgets in subsequent years.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.